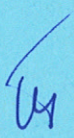


<b>TITLE:</b> SUBMITTING A GRANT APPLICATION TO OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION (OLDCC), Department of Defense	<b>POLICY NO:</b> CDLO_100
<b>PURPOSE:</b>  Understand the process of preparing and submitting a Grant Application to the Office of Local Defense Community Cooperation (OLDCC) for consideration.	

NOTE: OLDCC provides financial assistance to local communities adapt to DoD program changes, expansions, and cutbacks, as well as incompatibilities between military operations and local development. Currently, program assistance for Guam is for the expected growth – the realignment of military forces in the Pacific.

1. The Office of the Governor determines the need for program assistance, and discusses the goals and objectives with Program Manager (PM).
2. Discuss Subrecipient or Contractor Determinations – See 2 CFR 200.330.
3. An application, which includes a narrative and itemized budget is developed, completed.
4. Application is reviewed and approved by the Authorizing Official (Chief of Staff) before it is submitted in EADS II, in the OLDCC website.
5. The Grants and Contract Executive Assistant (GCEA) signs into EADS II, completes the application, and submits it for review.
6. OLDCC Technical Review Committee review's the application, and accepts it as is, provides comments and/or requests for clarification.
7. PM works with GCEA on any revisions and GCEA resubmits the Application if necessary.
8. An EMAIL Notice is sent to Authorizing Official (the Governor's Chief of Staff) indicating that the application is pending his signature. The AO signs into EADS II and signs the application, electronically.
  - a. AO must log into OLDCC site (EADS) and find the Grant Award Tab.
  - b. Print the Notice of Award (NOA)
  - c. Authorizing Official (AO) signs the NOA document (usually 3 pages)
  - d. Scan document and UPLOAD to EADS
9. Grant Agreement and NOA is then posted on the OLDCC EADS site.

**Application (SF424) includes:**

**Program Narrative**  
**Itemized Budget**  
**Assurances (SF424B)**  
**Certification Regarding Lobbying (32CFR Part 8, Attachment A)**

OLDCC website: [www.OLDCC.gov](http://www.OLDCC.gov)